

703 KAR 5:010. Writing portfolio procedures.

RELATES TO: KRS 158.6453

STATUTORY AUTHORITY: KRS 156.070, 158.6453

NECESSITY, FUNCTION, AND CONFORMITY: KRS 158.6453 requires the Kentucky Board of Education to promulgate an administrative regulation which reduces the teacher and student time involved in preparing a writing portfolio. This administrative regulation establishes procedures to accomplish that goal.

Section 1. (1) To ensure that a reasonable amount of time is devoted to writing portfolios, a five (5) piece portfolio shall be produced in 12th grade, a five (5) piece portfolio shall be produced in 7th grade, and a four (4) piece portfolio shall be produced in 4th grade.

(2) To ensure that a reasonable amount of time is devoted to the production of writing portfolio pieces, schools and districts shall develop a procedure to collect writing pieces at nonaccountability levels that are appropriate types of writing for portfolio categories. These pieces may serve as rough drafts that can be revised and edited for inclusion in the accountability portfolio or they may be used as finished products and included in the accountability portfolio.

(3) To ensure that the teacher and student time spent on generating pieces for the writing portfolio is productive, each public school and district shall provide support for teachers across the curriculum and across grade levels to attend professional development focused on the types of writing assessed in the portfolio.

(4) To ensure that a reasonable amount of individual teacher time is spent on scoring writing portfolios, each public school and district shall develop procedures for scoring of student portfolios that include an adequate number of teacher scorers on the school scoring team to limit the number of portfolios scored by any one (1) teacher to thirty (30), unless teachers agree to score a larger number of portfolios.

(5) To ensure that a reasonable amount of time is used in conferencing on writing portfolio pieces, teachers and other responders shall limit a conference's focus to one (1) or two (2) areas of need, addressing patterns of errors or problems that occur frequently.

(6) To ensure that a reasonable amount of time is used in word processing final pieces, teachers shall allow students to use word processing during the development of writing pieces (for example, during revision, or editing) or allow students to submit pieces in their own handwriting.

(7) To ensure that a reasonable amount of time is used in the generation of student writing for the writing portfolio, teacher-assigned writing tasks shall relate to the content being studied in the class.

(8) To ensure that a reasonable amount of time is used in the generation of student writing for the writing portfolio, teachers shall choose content-area readings that represent the kind of writings the students are asked to include in the portfolio, allowing the covering of content and the discussion of writing form to occur at the same time. (25 Ky.R. 1281; eff. 1-19-99.)